COMPLETED

SHELTON STATE COMMUNITY COLLEGE

FOUNDED 1953

TECHNICAL DIVISION

1301 15th Street, East
Tuscaloosa, Alabama 35404

Phone 556-1143

"An Investment In Your Future"

The College is an equal opportunity employer. No person shall, on the basis of race, color, national origin, handicap, or sex, be subjected to discrimination under any program or activity of Shelton State Community College.

It is also the policy of Shelton State Community College to comply with the Title IX of the Education Amendment of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." The coordinator of the Title IX of the college is Wayne Boteler, Dean of Students. He is also coordinator of Title VI, Section 504, regarding the physically handicapped. Any person who believes himself/herself, or any specific class of individuals to be subjected to discrimination prohibited by Title VI, Section 504, or Title IX of the Act and Regulations issued there under may, by himself/herself or a representative, file a written complaint with the United States Commission of Education or with this institution, or both.

It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

This bulletin is the official announcement of the programs, requirements and general regulations of Shelton State Community College, Technical Division. Students enrolling in the institution are subject to the provisions as stated. Tuition, fees and other charges, course offerings, and admission requirements are subject to change without notice. Shelton State Community College, Technical Division, reserves the right to cancel any class or program section in which fewer than the required number of students are enrolled.

WELCOME

We at Shelton State hope that this catalog will provide you with the information you need as a prospective student or as one of the students continuing your education at this college. We also hope that this catalog will project some of the stimulating and challenging educational experiences that this college offers for those who choose to enroll here. No mere catalog, however, can ever give you the real feeling of being part of our exciting educational community. We suggest that you see for yourself by joining us.

If we have not included all of the information you need in making decisions about your educational plans or your future, we welcome questions and suggestions. Our purpose is to serve the needs of the Tuscaloosa and West Alabama community, and we can do this more effectively if we hear from you.

PURPOSE

Shelton State Community College offers a variety of educational and training opportunities through two major units: the Junior College Division and the Technical College Division. Specialized training programs are offered through the Alabama State Fire College, which function as a unit of the Technical College Division.

The primary purpose of the community college is to provide postsecondary education, both academic and technical, to the residents of West Alabama. In addition, the purpose of the Alabama State Fire College is to offer certain programs throughout the state. Shelton State seeks to fulfill its purpose through the following objectives:

1. To provide general education programs at the level of the first two years of college.

2. To provide academic education programs to prepare students for transfer to upper division college programs or to specialized technical linkage programs.

3. To provide occupational and technical programs through which students may acquire job skills for employment.

4. To provide specialized training programs through which workers may upgrade job skills.

5. To provide developmental education to help students alleviate educational deficiences.

6. To provide, through the Alabama State Fire College, programs in fire service, water and wastewater treatment, and management and supervision, as requested, throughout the state.

7. To respond, when possible, to other educational needs of the community by offering continuing education programs and by cooperating with community agencies in educational and cultural projects.

Shelton State Community College attempts to accomplish these objectives and achieve its purpose according to the policies and procedures of the Alabama State board of Education.

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ALABAMA STATE BOARD OF EDUCATION

Governor Guy Hunt, President
Dr. Fred Gainous, Chancellor, Post Secondary Education
Superintendent Wayne Teague, Executive Officer and Secretary

Congressional District	
First	Mr. John M. Tyson, Jr.
Second	Mr. Steadman S. Shealy, Jr.
Third	Mrs. Isabelle B. Thomasson
Fourth	Dr. Ethel Hall
Fifth	Dr. Willie J. Paul
Sixth	Mr. Spencer Bachus
Seventh	Dr. Victor P. Poole
Eighth	Dr. Evelyn Pratt

Shelton State Community College is a part of the Alabama State System of Junior Colleges under the control of the State Board of Education. The President of the College is directly responsible to the State Board of Education through the Chancellor, Postsecondary Education.

ADVISORY COUNCIL

Shelton State Community College

Ryan deGraffenreid, Jr. Hubbard, Waldrop, Tanner, deGraffenreid	Attorney
Al DuPont City of Tuscaloosa	Mayor
C. J. Hartley	Investor
James Geer B. F. Goodrich	Retired
John Karrh Tuscaloosa County	Judge
William Moore	Contractor
Edward Robertson City of Northport	Mayor
Missouri Lee	Health Worker

HISTORY OF
SHELTON STATE COMMUNITY COLLEGE
TECHNICAL DIVISION

On October 9, 1947, the Alabama State Legislature passed the Regional Vocational and Trade Shop Act 673 which approved the creation of four regional trade schools in the state of Alabama. The Alabama State Board of Education approved Tuscaloosa, Alabama, on September 29, 1950, as a location for one of the four schools.

Harold I. James, who was serving as Assistant Superintendent of the Gadsden City School System, was appointed by the Alabama State Board of Education to the Directorship of the school effective June 1, 1951.

The Alabama Board of Education purchased 31.58 acres, and 9.14 acres were transferred by agreement from the University of Alabama to the School totaling 40.72 acres. The Act that created the school appropriated $675,000 for capital outlay and $75,000 for the first year's operation. The original appropriation of $675,000 made it possible to construct a two-story administrative building, cafetorium, and three two-shop buildings. Construction was started immediately after the appointment of the Director.

The school was named the J.P. Shelton State Trade School to honor Mr. J.P. Shelton who was a member of the Legislature of the State of Alabama. Mr. Shelton was instrumental in locating the school in Tuscaloosa. The school was completed by the contractor and accepted by the State of Alabama State Board of Education on October 1, 1953.

The following courses were offered:
*Commercial Cooking and Baking
*Auto Body and Fender Repair
*Radio and Television Repair
Machine Shop Technology
Automotive Mechanics
Industrial Electricity
Welding
Cosmetology
Cabinetmaking
Business Education
Practical Nurse Education

*Courses no longer offered.

In 1957, the name of the school was changed from J.P. Shelton State Trade School to Shelton State Technical Trade School by a Board resolution.

In the Spring of 1963, the Alabama State Board of Education approved the construction of an Air-Conditioning and Refrigeration shop building and a bombproof shelter at a cost of $60,000. The funds for construction of the building came from surplus funds of the budget of Shelton State Technical Trade School.

The name was changed by legislative act and approved September 2, 1966, from Shelton State Technical Trade School to Shelton State Technical Institution.

In 1967, the Junior College and Trade School Authority allocated $350,000 to Shelton State Technical Institute. Of this amount, $200,000 was for the construction of an Automotive shop building, and $150,000 was to be used to construct a building to house two courses, Machine Shop Practice and Mechanical Drafting Technology. This amount, $350,000, was the first capital outlay allocated to Shelton State since the original act of 1947.

An additional amount of $159,000 was allocated by the Public School and College Authority, September 8, 1967, to update and modernize equipment in all shops. Construction of a Data Processing building was started in 1969. It was accepted by the Alabama State Board of Education in April, 1970. The cost of the construction was $95,000. The Public School and College Authority granted $15,000 of the amount, $20,000 was from surplus funds of the budget of Shelton State Technical Institute, and a grant of $60,000 was supplied by the Appalachian Regional Commission.

On September 26, 1969, by Board resolution, Shelton State Technical Institute was designated as one of two Numerical Control Machining Centers. As a result of this resolution, the Trade School and Junior College Authority allocated $350,000 on October 30, 1970, to Shelton State Technical Institute for the construction and equipping of a Numerical Control Machining Center, an addition to the existing Machine Shop.

With the additional surplus funds and capital outlay funds from the different Authorities and the additional amount from the Appalachian Regional Commission, Shelton State increased its course offerings. The additional courses include:

Data Processing
*Barbering
Diesel and Heavy Equipment Machines
Air-Conditioning and Refrigeration
Electronics
Mechanical Drafting
Numerical Control
Small Engine Repair (night only)

*Courses no longer offered.

By Board resolution in 1973, the name was changed from Shelton State Technical Institute to Shelton State Technical College.

On October 11, 1974, an application was submitted to the Appalachian Regional Commission for assistance in the construction of a Learning Resource Center. The application was approved by the Commission in March, 1975, for $291,000. The Trade School and Junior College Authority allocated $124,000 as a matching share which made a total of $415,000 for the construction and equipping of a Learning Resource Center. Construction of the building began in 1976.

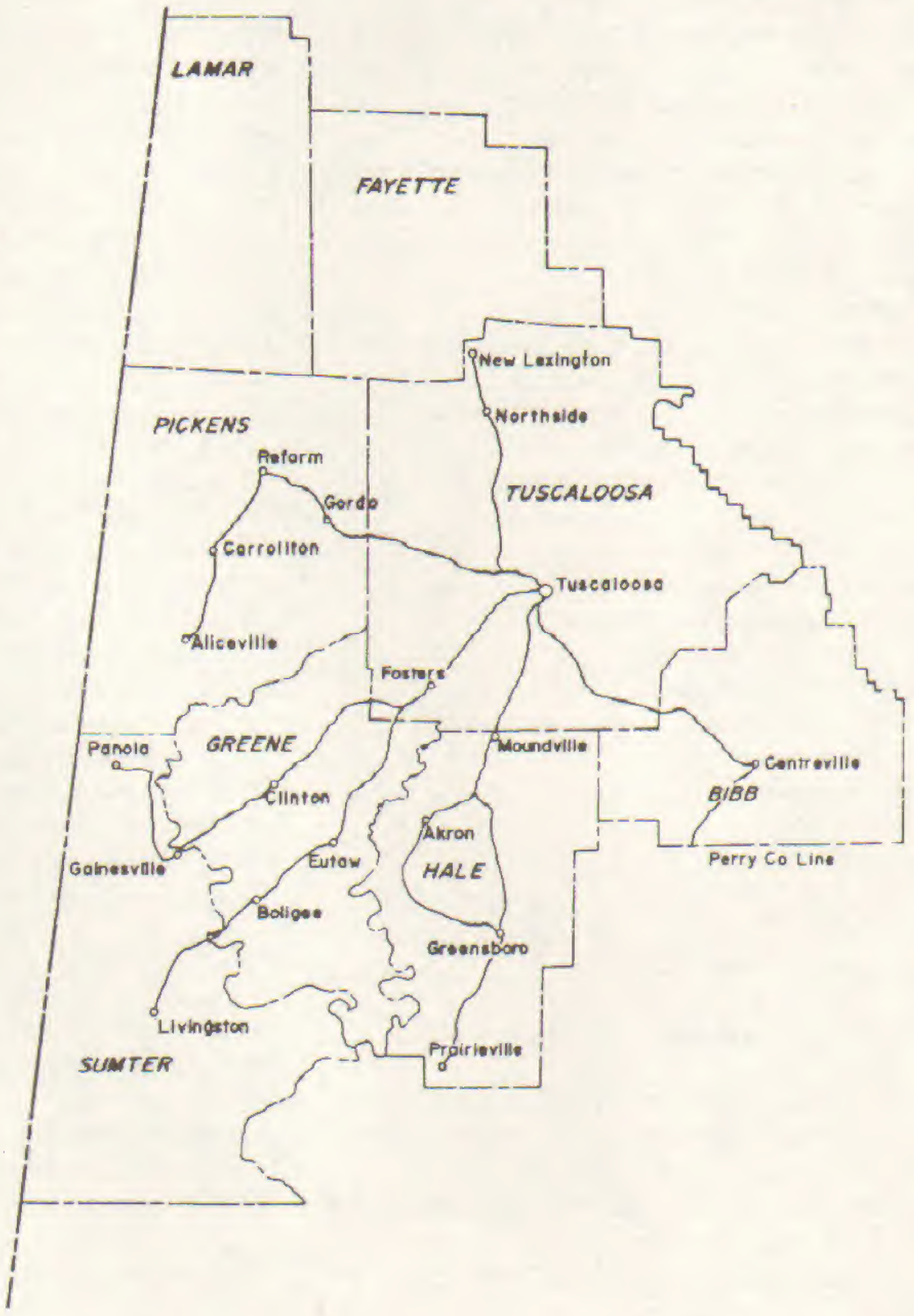
On July 1, 1976, Leo Sumner, who had served as Dean of Instruction since 1973, became the second President of Shelton State.

Construction of the Learning Resources Center, began in 1976, was completed in February, 1978, and the building was occupied March 21, 1978. The Learning Resource Center houses the Related Mathematics classes, Communication Skills classes, a Science Laboratory, a Material Development Center, and an Audio-Visual Media Theater.

On January 1, 1979, the Alabama State Board of Education established by resolution Shelton State Community College. This resolution combined two existing institutions: Shelton State Technical College and the Tuscaloosa campus of Brewer State Junior College.

By resolution of the State Board of Education on April 1, 1980, the Alabama State Fire College became a part of the Technical Division of Shelton State Community College.

AREA SERVED BY SCHOOL BUS ROUTES



1988-89 SCHOOL CALENDAR

FALL 1988

Faculty Duty Days ..... September 1, 2
Labor Day ..... September 5
Registration with Class ..... September 6
Local Professional Development Conference ..... November 10
Veteran's Day - Holiday ..... November 11
End of Quarter ..... November 18

WINTER 1988

State Professional Development Conference ..... November 21, 22
Faculty Duty Day ..... November 23
Thanksgiving - Holiday ..... November 24, 25
Registration with Class ..... November 28
Dismiss for Christmas ..... December 16
Faculty Duty Days ..... December 19, 20, 21
Return from Christmas ..... January 3
Martin L. King Day (State Holiday) ..... January 16
End of Quarter ..... March 2

SPRING 1989

Faculty Duty Day ..... March 3
Registration with Class ..... March 6
A.E.A. (Spring Break) ..... March 13, 14, 15, 16, 17
Local Professional Development Conference ..... March 29, 30, 31
End of Quarter & Graduation ..... May 25
Faculty Duty Day ..... May 26

SUMMER 1989

Summer Vacation ..... May 29 - June 9
Faculty Duty Day ..... June 12
Registration with Class ..... June 13
Faculty Duty Day ..... July 3
July 4th Holiday ..... July 4
End of Quarter ..... August 28

ADMISSIONS

ENTRANCE REQUIREMENTS

Specific requirements vary according to the particular course chosen; however an applicant must be at least 16 years old, and must be able to accomplish the work involved in his chosen course of training. The prospective student will be interviewed to assist him in selecting a course that will be suitable for his particular interests and educational qualifications.

Shelton State, Technical Division admits as regular students those persons who have graduated from high school or have a certificate indicating that they have achieved equivalent training. Other applicants may be accepted as special students.

ELIGIBILITY

The school is a co-educational institution. Requirements will vary, according to the particular course chosen. In addition to the age requirement, an applicant should be in good health and possess aptitudes, interests, and background that indicate his ability to profit from the instruction given by the school. Persons are accepted for training without regard to race, color, or creed.

PROCEDURE FOR APPLICATION AND REGISTRATION

1. A student eligible to enroll must receive an application for admission from the Student Personnel Office.

2. Applications for admission must be completed at the school. A non-refundable application processing fee of $5.00 is required on all applications.

3. Applicants must have a transcript of their high school work, and college work if applicable, sent to the school.

4. When the above forms are received, properly completed, they will be processed and approved, or disapproved, and the applicant will be notified accordingly.

5. After the applicant is notified of his acceptance, the applicant must come to the Student Personnel Office to complete enrollment papers and financial arrangements.

TRANSFER CREDIT

In order to transfer credit to Shelton, Technical Division, the student must provide the following information:

1. Personal data, such as name, age, education, dates of education, dates attended school, marital status, etc.

2. A record of progress showing amount of training; a breakdown of the job performance completed, showing grades on both practical work and theory, giving also the number of hours training so that it can be compared with the program the student will enter.

Credit may be allowed when a student transfers from one state technical college or institution to another in the same program. Full credit should be granted, hour for hour, for training in the same programs of the two state schools. Where exact hour for hour credit transfer is possible, a reasonable proration of the credit will be given.

Credit may be allowed for a student transferring from a vocational educational program in high school to the same program in a state community college or institute. When complete detailed records are available from the high school, the records should show how much time the student has spent in each job or phase of training, showing laboratory performance, as well as related study grades. Full credit may be allowed for the portion of the program completed that duplicates the program he will enter, Before full credit is given, it should be ascertained that the student's time spent in laboratory training is at least equal to that required at Shelton State.

Where reasonable doubt exists that full credit should be given, tests are recommended to determine the student's level of competence.

ORIENTATION

Each quarter, on the first day of the quarter, all new students at Shelton State Community College, Technical Division are assembled in the Learning Resource Center for orientation. Policies are discussed orally, and questions are answered concerning all phases of the school. Each department holds a department orientation.

BOOKS AND TOOLS POLICY

Students enrolling in programs of training at Shelton State Community College, Technical Division will be required to attend classes in theory requiring textbooks, and to do practical work in a laboratory requiring certain hand tools of the trade.

The instructors in these programs cannot train a student unless the student has the books, tools and supplies to be able to carry out assignments.

Therefore, it is mandatory that all students have the necessary books, tools and supplies for each quarter's work.

If a student does not have the necessary books, tools and supplies within the time required by his instructor, he/she is subject to being dropped from the rolls of the institution.

Each person attending this institution is responsible for making his/her financial arrangements in advance to take care of educational expenses regardless of any financial assistance he/she may be receiving.

FEES

FOR PAYMENT OF TUITION AND FEES

1. Resident, State of Alabama. Tuition is due on the first day of each quarter and must be paid, or arrangements made for payment.

Tuition for full-time day classes: $200.00 per quarter
Tuition for half-time night classes$113.00 per quarter

$5.00 Registration charge, non-refundable
$5.00 Diploma cost [cover included] payment due upon completion of course.

$1.00 fee for an identification card

2. A diploma will not be issued until all tuition and fees have been paid.

3. Tuition and fees for Continuing Education Courses vary, depending upon the course.

4. Non-residents of State of Alabama. Tuition shall be twice the rate as that paid by Alabama residents.

TUITION REFUND POLICY

A student who officially withdraws from Shelton State before completing the quarter may claim a partial refund under certain conditions. If withdrawal is made after registering but before attending classes, the student may claim full tuition. The student may not claim any tuition refund after the end of the third week of classes. During the first three weeks of classes, the following prorated percentage of tuition cost will be refunded:

Withdrawal during first school week:	75% refund
Withdrawal during second school week:	50% refund
Withdrawal during third school week:	25% refund
Withdrawal after close of third school week:	No refund

It is the student's responsibility to officially withdraw. Any tuition refund will be based on the date an official withdrawal form is signed by the instructor and submitted to the registration office.

Students attending less than half-time will not be refunded any part of tuition paid.

LIVE WORK POLICIES

"Live work" or "live jobs" refer to taking into a school shop such things as:

[a] Repair jobs of any kind.
[b] Production jobs of any kind.
[c] Service jobs of any kind.

PRINCIPLES GOVERNING "LIVE WORK" DONE IN PROGRAMS OFFERED IN THIS INSTITUTION

1. Live jobs should be accepted only in such instances as they have no connection with or relation to the making of a financial profit by an individual, a program, an organization or an institution. Some of the prohibited work is;

   [a] Reconditioning of any object for resale or trade purposes.
   [b] The production of work upon any project to be used for lease, sale, rental, or otherwise for personal financial profit of the owner.
   [c] Work in any way connected with programs or events for which there is to be charged an admission as a means of making a profit.
   [d] Work of any kind for private enterprise.

2. Live work taken in from any and all sources should require the person, institution, or organization furnishing it to:

   [a] Bear all actual costs [material and parts] involved.

   [b] Assume all responsibility for the fact that work is done by learners.

3. The charges for live work should never exceed actual costs which includes 5% miscellaneous charges, plus 10% internal and 20% external charges to cover breakage.

4. All live work accepted should be in terms of its usefulness and need in the training program rather than production or accommodation.

5. Live work should include only such jobs as cannot later enter commercial channels.

6. Estimated cost of project must be paid prior to work being done.

7. Payment with a bad check will terminate a person from having his/her live work done.

ACADEMICS

An applicant who had completed a licensing program in a high school or another post-secondary school will not be accepted into that program at Shelton State ahead of the other applicants.

SCHOLASTIC REQUIREMENTS
Grading System

To remain in Shelton State Community College, Technical Division, a student must maintain satisfactory progress as determined by the instructor and the president of the school. The criteria for determining grades are daily work, periodic examinations, initiative, and neatness of work. The letter grades used in reporting are as follows:

A—Excellent [90-100]	F—Failure [Below 60]
B—Good [80-89]	W—Withdrawal
C—Average [70-79]	I—Incomplete
D—Poor [60-69]	N—No grade [non credit course]

Satisfactory grades are A, B, and C. Although D is a "pass," it is not considered as satisfactory work.

Practical Nurse Education requires a grade of 75 for passing.

A grade is recorded for each module of instruction when a student earns it. A student must receive a passing grade in each module of instruction. A satisfactory grade average of "C" or better [or its numerical equivalent] is required for graduation.

ACADEMIC PROBATION AND SUSPENSION
[Failure to Make Satisfactory Progress]

Unless a student maintains satisfactory progress in an instructional program, that student may be placed on academic probation. If the progress of a student on academic probation continues to be unsatisfactory, that student may be suspended from the college. The standards for satisfactory progress are determined by the faculty in each instructional program with the approval of the President of the college. The specific standards for satisfactory progress, therefore, may differ from program to program. Copies of these standards of progress are available in the offices of the Dean of Students and the Dean of Instruction. Also, each student is given a copy of the specific standards of progress that apply to him/her during the shop orientation held for that student after the student has been enrolled in a program.

REQUIREMENTS FOR DIPLOMA AND CERTIFICATE

A diploma is awarded when a student has acquired the knowledge and developed the competency to perform the skills required in each module of his/her program of instruction.

A student may become employed during his/her training. A diploma may be awarded the student should the following conditions prevail: 1] he/she is employed in-field, following on-campus training, for a period of time equal to the remainder of the time required for the diploma, and 2] the school receives a satisfactory report from the employer.

A student who does not complete all of the modules required for a diploma may be awarded a certificate in the individual modules which are completed.

Students who transfer credit must complete at least two quarters work at Shelton State-Technical Division to receive a diploma.

Students must fulfill all financial and/or other obligations to the college prior to receiving a diploma.

ATTENDANCE POLICIES

Shelton State Community College, Technical Division, operates on the quarter system. Each quarter consists of a maximum of fifty-four instructional days for full-time students with each day having six full hours of instruction in the classroom or laboratory or a combination of both. Students enrolled on a half-time basis attend classes thirty-three sessions each quarter with each session consisting of five full hours of instruction in the classroom or laboratory or a combination of both.

Students are expected to attend all classes for which they are enrolled. Each student is either present or absent each session, and his attendance will be so recorded by the instructor in hours or minutes.

An average daily attendance of LESS THAN 85% of a quarter does not meet the operating standards of Shelton State Community College, Technical Division.

Some absences must be excused from the 85% rule. They are [1] Jury Duty, [2] Military Training, and [3] Health reasons (one time per quarter with Dean of Students' approval).

PROGRAMS

POLICY FOR FULL-TIME STUDENTS

When a student has five [5] absences for the quarter in which he is enrolled, the instructor will notify Student Services on the form provided, and the student will be called in for counseling and placed on probation.

Any student who has nine [9] absences in the quarter will be dropped for the remainder of the quarter with no credit for that quarter. The instructor will submit the regular trainee report form stating the reason for dropping.

If a student is absent for five [5] days and cannot be reached for counseling, he will be dropped when the instructor notifies Student Services that he has nine [9] absences.

Where applicable, a report will be sent to the agency which is sponsoring the student, notifying the agency that the student has been dropped.

When a student has been dropped for any reason and wishes to re-enter in a subsequent quarter, a re-admission request must be made by the student and approval given by the occupational instructor and Student Services before the student may re-enter at the beginning of the next quarter.

POLICY FOR HALF-TIME STUDENTS

The above requirements apply to the night students except that three [3] absences will constitute the basis for placing the student on probation and five [5] absences will be the basis for dropping the student.

WITHDRAWAL AND RE-ENROLLMENT

WITHDRAWAL

If a student wishes to withdraw from school, the student must notify the instructor and a withdrawal form must be completed by the instructor and returned to the Student Personnel Office.

A student will receive no credit for the work attempted the quarter he/she withdraws.

RE-ENROLLMENT

Students who withdraw for the following reasons may re-enroll during the same quarter:

1. Jury Duty
2. Military Service
3. Health reasons upon presentation of proper justification to the Dean of Students.

A former student who has not been in attendance for a quarter or more may apply for re-enrollment with the Dean of Students.

AIR-CONDITIONING

24 Months

New developments are being made possible through the use of the modern miracle, mechanical refrigeration and its offspring, air-conditioning. More than three fourths of the food we eat is dependent upon refrigeration to reach our tables in a healthful and palatable state. The pleasant atmospheres in our public buildings, theaters, offices, homes, hospitals, and motels are products of our air-conditioning industry.

The purpose of this program is to train students to become air-conditioning and refrigeration mechanics. The students must learn the basic fundamentals of refrigeration and air-conditioning and around this knowledge from his ideas, working skills, and habits to become successful in the refrigeration and air-conditioning field. With these skills the mechanic can install, service, and repair refrigeration and air-conditioning equipment from household refrigerators, freezers, window and central air-conditioners, to commercial refrigeration such as walk in coolers, freezers, ice machines, and air-conditioning systems.

This program offers both theory and practical work in refrigeration, air-conditioning, heating, heat pumps, solar heating and special systems.

Applied electrical wiring diagrams, schematics, and low voltage wiring are also covered in this program.

Admissions to the program requires a high school diploma or General Education Development certificate [G.E.D.]. Prior knowledge of mathematics, physics, and mechanical drawing is an asset in this program.

NOTE: Also taught at night - half-time.

AIR CONDITIONING

TAC 111 01	Basic Refrigeration
TAC 161 01	Basic Refrigeration Lab
TMA 101	Basic Related Math
TAC 121 01	Basic Electricity
TAC 171 01	Basic Electricity Lab
TMA 102	Fundamental Algebra
TAC 131 01	Ref. & AC Components
TAC 181 01	Ref. & AC Components Lab
TAC 141 01	Ref. & Accessories Controls
TAC 191 01	Ref. & Accessories Controls Lab
TAC 211 01	Equip. Selection & Installation
TAC 261 01	Equip. Selection & Installation Lab
TAC 221 01	Special Systems & Window AC

TAC 271 01 Special Systems & Window AC Lab
TAC 231 01 Central AC
TAC 281 01 Central AC Lab
TAC 241 01 AC-Commercial Equip.
TAC 291 01 AC-Commercial Equip. Lab

AUTOMOTIVE TECHNOLOGY

18 Months

The objective of this program is to guide students to develop sufficient skills and related technical knowledge of the trade to meet the entry level requirements of employment in the automotive field. Students will be guided to develop an understanding of logical, step-by-step, diagnostic procedures and repair according to manufacturer's recommendations; to develop the ability to use automotive tools and equipment properly and safely; and to adopt good work habits - orderliness, cleanliness and safety. Graduates will be prepared for such positions as automotive technician or helper, service station attendant, or auto repair shop serviceman. Advancement for the technician depends upon the ability, acquired skill, and the desire of the individual.

The automobile technician or mechanic must know not only how to repair the automobile, but he must know its basic functions and be able to make diagnoses as well. The automotive technician performs such activities as maintenance and tune-up and disassembling and overhauling of engines, transmissions, carburetors, alternators, brake and suspension systems.

Students in this program will receive instruction in "live work" and shop practices. Classroom instruction emphasizes basic scientific principles and technical information to give students an understanding of the reasons for mechanical and technical failure. The automotive shop is equipped with representative types of engines, chassis, transmissions, rear axles, and considerable testing equipment to give experience in disassembly, inspection, adjustment, and testing.

The automobile, like other means of transportation, is getting more sophisticated each year. Some of the signs of advancing technology in the automobile are emission control, sensing devices, electronic fuel injection and computer controlled timing. As technology advances so does the automobile. The person who chooses automotive technology for a vocation must be ready and willing to continue to study and to attend training sessions periodically in order to keep up with modern technology.

The basic education requirement of prospective student is a tenth [10th] grade education [preferably a high school education], with a good background in math and science. The student should be a competent reader which will enable him to read schematics and drawings of basic hydraulics and electrical wiring systems.

Upon satisfactory completion of the program students are presented diplomas. Students may complete only certain phases of the program, however, and receive certificates

NOTE: Also taught at night - half-time.

AUTOMOTIVE TECHNOLOGY

TAM 111 01 Automotive Brakes
TAM 161 01 Automotive Brakes Lab
TCS 101 Reading Skills
TAM 121 01 Suspension & Steering
TAM 171 01 Suspension & Steering Lab
TCS 104 Applied Communication Skills
TAM 131 01 Auto Engine Repair
TAM 181 01 Auto Engine Repair Lab
TMA 101 Basic Related Math
TAM 141 01 Auto Tune-Up
TAM 191 01 Auto Tune-Up Lab
TAM 221 01 Drive Train
TAM 271 01 Drive Train Lab
TAM 231 01 Auto Heating & AC
TAM 281 01 Auto Heating & AC Lab
TAM 241 01 Auto Electricity
TAM 291 01 Auto Electricity Lab

* Curriculum subject to change based on decisions made by the Department of Postsecondary Education.

CABINETMAKING

18 Months

This program prepares its graduates for such jobs as cabinetmaker, woodworking machine operator, cabinet finisher, and cabinet shop manager or owner. As in most fields, the entry level position open to a graduate will depend upon the student's skill level.

Craftsmen in the cabinetmaking field produce all types of cabinets such as kitchen cabinets, vanities, and store fixtures and movable storage units. They also build mantels, repair furniture, and construct built-in furniture for residential and commercial uses. The cabinetmaker identifies types and grades of lumber, chooses appropriate lumber for the item to be built, measures, shapes, cuts, assembles, and puts a finish on the constructed item.

This program will instruct students in the use of all of the hand and power tools used in this trade, such

as the shaper, lathe, mortising and tenon machine, table saw, radial saw, planer, joiner, sander, and router. Students not only learn how to construct wooden items, but how to plan projects, estimate the cost, select the proper tools and materials, keep accurate records, and use appropriate finishing materials. These skills will be used during this program as the students construct and finish numerous projects during the course of their training.

NOTE: Also taught at night - half-time.

CABINET MAKING

TCM 101 01 C.M. Theory I
TCM 161 01 C.M. Shop I
TMA 101 Related Math
TCM 121 01 C. M. Theory II
TCM 171 01 C. M. Shop II
TMA 101 Related Math
TCM 131 01 C. M. Theory III
TCM 181 01 C.M. Shop III
TCM 141 01 C. M. Theory IV
TCM 191 01 C. M. Shop IV
TCM 211 01 C. M. Theory V
TCM 261 01 C. M. Shop V
TCM 221 01 C. M. Theory VI
TCM 271 01 C. M. Shop VI

GENERAL CLERICAL

12 Months

This program is designed to prepare students for such entry level positions as bookkeepers, file clerks, office machine operators, receptionists, secretaries, and clerk typists. In reality most positions in this profession are a combination of some or all of these.

There is diversity in the duties performed by workers in this field. Many keep records and do other paperwork. Others handle communications or operate office machines. Advancement opportunities in the field are good. As workers become more highly skilled, they are assigned more difficult tasks.

This program offers students an opportunity to review grammar and usage as well as mathemathics, as they apply to business uses. Clerical jobs require competency in reading; therefore training in this area is offered. Instruction is given in typing, machine transcription, accounting, operating electronic calculators, speedwriting, filing, word processing and preparing business correspondence. In addition, on-the-job experience is acquired when third-quarter students assume the clerical duties of an instructor for one hour a day in Office Practice.

A person who does not have a high school diploma may enroll in the General Clerical program. However, he or she must earn a General Education Development certificate [G.E.D.] as part of the program of study before a diploma will be issued.

GENERAL CLERICAL

TGC 161 01 Typing I
TGC 161 02 Typing I
TGC 111 01 Office Machines
TGC 112 01 Business Math
TGC 113 01 Filing
TGC 114 01 G. C. Lab
TGC 115 01 Office Practice
TCS 102 Grammar Review
TGC 171 01 Typing II
TGC 171 02 Typing II
TGC 121 01 Speedwriting
TGC 122 01 English Grammar
TGC 123 01 Accounting I
TGC 124 01 Office Practice
TGC 125 01 Introduction to Computer
TGC 181 01 Typing III
TGC 181 02 Typing III
TGC 131 01 Speed Writing II
TGC 132 01 English Essentials
TGC 133 01 Accounting II
TGC 134 01 Office Practice
TGC 135 01 Medical Office Practice [Optional]
TGC 191 01 Typing IV
TGC 191 02 Typing IV
TGC 141 01 Business Correspondence
TGC 142 01 Machine Transcription
TGC 143 01 Micro Accounting
TGC 144 01 Word Processing
TGC 145 01 Office Practice
TGC 146 01 Lotus 1-2-3 [Optional]
TGC 147 01 Data Base [Optional]

COSMETOLOGY

12 Months
(1200 Credit Units)

The Cosmetology program is designed to prepare the student for a successful career in professional beauty culture. The most widely known job opportunities in this profession are in the beauty salon as a designer, make-up artist, or shop owner. In addition to jobs in a salon, a graduate may also pursue a career in the cosmetics industry or in education. In the cosmetics industry, jobs include salesperson, buyer, manufacturer's representative, trade technician, beauty educator, and promotional writer. In education, jobs are available in voca-

tional schools, in private beauty schools, an educational director for a manufacturer, or as an in-service educator for a chain of salons.

The student in this program will learn cosmetology and its related chemistry, bacteriology, anatomy and physiology. Each student will develop skills required in the practice of hair, scalp, skin, and nail care. Students will receive classroom instruction as well as practical experience with mannequins and with patrons in the program's laboratory. The study of psychology is also an important element of the program since in this profession one's success depends greatly upon the ability to understand human behavior.

According to the Alabama State Board of Cosmetology requirements, students entering this program must be sixteen years old, must have completed the tenth grade or have a General Education Development [G.E.D.] certificate, and must furnish negative results of a current skin test or chest x-ray for T.B.

Successful completion of the course qualifies the student to participate in the Alabama State Board of Cosmetology Examination which is a written exam as well as a practical exam. The Board has the authority to grant an operator's license to applicants who pass these examinations. This license is required by law before one may practice as a cosmetologist in Alabama.

NOTE: Also taught at night - half-time.

COSMETOLOGY

TCO 111 01 Theory [Law, Ethics & History] I
TCO 161 01 Lab I
TCO 162 01 Clinical I
TCO 112 01 Cos. Related Math
TCO 113 01 Cos. English
TCO 121 01 Theory [Psychology] II
TCO 171 01 Lab II
TCO 172 01 Clinical II
TCO 122 01 Esthetician Part I
TCO 131 01 Theory [Chemistry] III
TCO 181 01 Lab III
TCO 182 01 Clinical III
TCO 141 01 Theory [Management] IV
TCO 191 01 Lab IV
TCO 142 01 Theory [Wardrobe Planning] IV-A
TCO 192 01 Clinical IV
TCO 143 01 Esthetician Part 2

DATA PROCESSING

18 Months

The Data Processing program prepares students for entry level positions in business data processing. Such positions as computer operator, programmer trainee, and data entry operator are typical.

Workers in computer and related occupations design programs for processing information, punch them into machine-readable software, and operate computers and peripheral equipment. These machines manage accounts receivable, accounts payable, purchasing, sales, inventory, manufacturing processes, and management reports - to name only a few of their capabilities.

Students in this program will learn how to operate Unit Record equipment, and learn programming for the Digital computer. Instruction will focus on four programming languages: R.P.G., COBOL, FORTRAN, and BASIC. Knowledge of these four types of programming will make it easier for a student to adapt to other "languages" which may be used in his/her particular place of employment. The program simulates an on-the-job environment by requiring students to analyze problems, plan solutions and execute the programs on the computer. This provides an opportunity to apply principles learned in a classroom setting to a problem which one might encounter in a business setting.

In addition to Data Processing, students receive training in related areas which broaden Data Processing. These related areas are: basic accounting, Business Mathematics and Business English. A high school diploma or a General Education Development [G.E.D.] certificate is required of applicants to this program.

DATA PROCESSING

TDP 111 01 Unit Record
TDP 161 01 Unit Record Lab
TDP 112 01 Accounting I
TDP 162 01 Accounting I Lab
TCS 101 Reading Skills
TDP 121 01 RPG I
TDP 171 01 RPG I Lab
TDP 122 01 Accounting II
TDP 172 01 Accounting II Lab
TCS 102 Grammar Review
TDP 131 01 RPG II
TDP 181 01 RPG II Lab
TDP 132 01 Lotus and Data Base
TDP 182 01 Lotus and Data Base Lab
TDP 141 01 Cobol I
TDP 191 01 Cobol I Lab
TDP 142 01 Math
TDP 211 01 Fortran
TDP 261 01 Fortran Lab
TDP 212 01 Math
TCS 103 Technical Writing
TDP 221 01 Basic
TDP 271 01 Basic Lab
TDP 222 01 Math

DIESEL MECHANICS

24 Months

This program trains diesel mechanics to remove, repair, install and maintain diesel engines that power transportation equipment, such as heavy trucks, buses, boats, and construction equipment such as bulldozers and cranes, and diesel farm tractors and a variety of other diesel-powered equipment. Many mechanics make all types of diesel engine repairs. Others specialize in rebuilding engines, for example, or in repairing fuel injection systems. In addition to maintaining and repairing engines, diesel mechanics may work on other parts of diesel-powered equipment, such as brakes and transmissions.

The principles of diesel engines are taught in this program and are reinforced with laboratory experiences with actual diesel equipment. While there is an emphasis on diesel engines, all other components of diesel equipment and gasoline engines are studied to the extent that an individual completing this program should require nothing but additional experience to be able to perform at the level expected of a diesel mechanic. Learning activities include: basic diesel engine principles; methods and techniques for removal, rebuilding, and installing diesel engines including engine accessories; operating principles and maintenance of diesel engine fuel system; tune-up and troubleshooting procedures; diesel engine testing methods and techniques; and the use of various tools and measuring instruments. Also covered is maintenance, and repair or replacement of the components and parts of the electrical accessories found on most diesel trucks. Vehicle power trains and control systems for diesel trucks are also studied as well as welding for diesel maintenance.

Employers prefer applicants who have a high school diploma or its equivalent. Therefore, students needing a G.E.D. certificate are encouraged to earn one while enrolled in this program. Mechanical aptitude is also expected of graduates. Because the work often requires lifting heavy parts, persons interested in becoming diesel mechanics should be in good physical condition.

DIESEL MECHANICS

TDI 111 01	Safety, Tool, Measuring In, Engine Theory
TDI 161 01	Safety, Tool, Measuring In, Engine Lab
TCS 101	Reading
TDI 121 01	Engine Overhaul & Fuel Systems Theory
TDI 171 01	Engine Overhaul & Fuel Systems Lab
TCS 104	Communication Skills
TDI 131 01	Electrical Systems Theory
TDI 181 01	Electrical Systems Lab
TMA 101	Basic Related Math
TDI 141 01	Clutches, Drive Lines, Susp. & Brakes Theory
TDI 191 01	Clutches, Drive Lines, Susp. & Brakes Lab
TDI 211 01	Crawler Steering & Track Hydraulic Theory
TDI 261 01	Crawler Steering & Track Hydraulic Lab
TDI 221 01	Engine Tune-Up & Trouble-Shooting Theory
TDI 271 01	Engine Tune-Up & Trouble-Shooting Lab
TDI 231 01	Power Train Theory
TDI 281 01	Power Train Lab
TDI 241 01	Calibrating & Testing Fuel Systems Theory
TDI 291 01	Calibrating & Testing Fuel Systems Lab

DRAFTING

18 Months

This course is designed to prepare a student for a career as a draftsman in engineering related trades or as a technician who serves as the person between the skilled worker and the engineer. The program is intended to prepare the student for an entry level position. Possessing the essential engineering and drafting knowledge, the graduate may advance as work experience is acquired.

Draftsmen prepare detailed drawings based on rough sketches, specifications and calculations made by engineers, architects, and designers. They also calculate the strength, quality, and cost of materials.

Instruction includes basic fundamentals of drafting, use and care of instruments, lettering, fundamentals of multiview and pictorial projections, and dimensioning. The program emphasizes engineering production drafting, machine power transmission, tool drawings, map drawings, diagramatic drawings and computer aided drafting.

A person planning to enter this field of work should have above-average mechanical aptitude. A high school education or the equivalent is necessary. Prior study of mathematics, algebra and geometry is expected. Students are required to take mathematics, algebra, and trigonometry as related study, but such study is not intended to prepare them wholly if they have never had such courses. Other related courses are required in Communication Skills to increase proficiency in reading, writing, speaking, and listening; in

particular the drafting student learns to express himself more clearly-orally and in technical writing.

NOTE: Also taught at night - half-time.

DRAFTING

TDR 111 01	Basic Drawing I
TDR 161 01	Basic Drawing I Lab
TMA 102	Fundamental Algebra
TCS 102	Grammar Review
TDR 121 01	Basic Drawing II
TDR 171 01	Basic Drawing II Lab
TMA 103	Practical Trigonometry
TCS 103	Technical Writing
TDR 131 01	Basic Drawing III
TDR 181 01	Basic Drawing III Lab
TDR 132 01	Perspective Drawing
TDR 182 01	Perspective Drawing Lab
TDR 141 01	Isometric Drawing
TDR 191 01	Isometric Drawing Lab
TDR 142 01	Structural Drafting Welding Drawing
TDR 192 01	Structural Drafting Welding Drawing Lab
TDR 211 01	Advanced Mechanical Drawing
TDR 261 01	Advanced Mechanical Drawing Lab
TDR 212 01	Architectural Drafting
TDR 262 01	Architectural Drafting Lab
TDR 221 01	Pipe Drafting
TDR 271 01	Pipe Drafting Lab
TDR 222 01	Surveying
TDR 272 01	Surveying Lab
TDR 223 01	Computer Aided Drafting
TDR 273 01	Computer Aided Drafting Lab

* Curriculum subject to change based on decisions made by the Department of Postsecondary Education.

ELECTRONICS

24 Months

The aim of this program is for the graduating student to reach a degree of knowledge, understanding, and skill that will make him/her employable and able to advance in practically any area in the broad field of electronics technology. The wide variety of jobs in this field falls generally into eight areas of work: research and development, fabrication, production, quality control, selling, installation, operation, and maintenance. The products to which these jobs relate may be classified into four main categories: government products, industrial products, consumer products, and components.

Products sold to the government include such widely different items as missile and space guidance systems, communications systems, and other electronic goods used in medicine, education, crime detection, and traffic control. Industrial purchases include computers, radio and television broadcasting equipment, and production control equipment - all vital to daily business operations. No electronic products could be developed, however, without their main ingredient - components. Some of the most well-known components are capacitors, switches, transistors, relays, television picture tubes, and amplifiers.

This program is a fully correlated program for teaching both electronics theory and practice. Included in the course is basic electricity, basic electronics, solid state devices, computers, communications, technical design and drafting, pulse and switching techniques, applied mathematics, electronics tools and testing devices, applied science and communication skills.

A well equipped laboratory makes possible instruction ranging from basic electronics to complex industrial systems. Graduates of the program will have a thorough knowledge of many of the applications of electronics to home, science, and industry. They will be capable of testing, installing, repairing, and adjusting complex electronic devices found in commercial and military establishments.

Every effort is made to build in the mind of the student a reason and a purpose for every lesson taught in this program of study. Classroom instruction is reinforced by "hands-on" experience in the laboratory or shop area.

A high school diploma or the equivalent is required for enrollment in this program.

ELECTRONICS

ETC 111	DC Fundamentals
ETC 151	DC Fundamentals Lab
ENG 101	English Composition
MTH 109	Intermediate Algebra
ETC 121	AC Fundamentals
ETC 161	AC Fundamentals Lab
ETC 142	Electronics Fabrication
ETC 182	Electronics Fabrication Lab
MTH 111	Plane Trigonometry
ETC 131	Solid State Devices
ETC 171	Solid State Devices Lab
ETC 141	Electronic Circuits
ETC 181	Electronic Circuits Lab
SPH 106	Fundamentals of Speech Communications
ETC 211	Digital Circuits
ETC 251	Digital Circuits Lab
ETC 212	Microprocessor Basic
ETC 252	Microprocessor Basic Lab
ETC 221	Microprocessor Interfacing

ETC 261	Microprocessor Interfacing Lab
ETC 222	Electronic Communication
ETC 262	Electronic Communication Lab
CRT 231	Microcomputer Systems Fundamentals
CRT 271	Microcomputer Systems Fundamentals Lab
GET 242	Digital Communications
GET 282	Digital Communications Lab
CIS 136	Introduction to Computers
ILT 241	Programmable Controllers
ILT 281	Programmable Controllers Lab
CCT 232	Television Systems
CCT 282	Television Systems Lab

SOCIAL AND BEHAVIORAL SCIENCE: [1 Course]
Anthropology [ANT], Economics [ECO], Geography [GEO], History [HS], Political Science [POL], Psychology [PSY], Sociology [SOC]

HUMANITIES AND FINE ARTS: [1 Course]
Art [ART], Dance [DNC], Humanities [HUM], Interdisciplinary Studies [IDC], Music [MUE, MUS,MUC], Museum Science [MMS], Philosophy [PHL], Religion [REL], Theatre Arts [THR],

PHY 209	Physics UTC II
PHY 249	Physics Lab
PHY 201	General Physics

* Curriculum subject to change based on decisions made by the Department of Postsecondary Education.

ELECTRICITY

24 Months

The purpose of this program is to train students to become competent construction and maintenance electricians. At the conclusion of the course, students should be prepared to pass a test at the Journeyman level.

Construction electricians assemble, install and wire electrical systems for power, air conditioning, and lighting. In addition, they install electrical systems in good working order. They may also install new electrical equipment.

Instruction in this program is designed to teach the theories and principles of the operation of electrical appliances, equipment, and machines and/or the installation, maintenance, and troubleshooting of motors, transformers, and industrial controls. A variety of suitable related laboratory projects requires a student to put into practice the knowledge and skills gained. These projects include wiring, use of test equipment, and repairs on motors, transformers, and appliances. In addition, projects requiring interpretation of the National Electrical Code for correct installations and material uses will be assigned to test proficiency in this area of instruction.

A person may, without prior electrical training or experience, enter the Electricity Program. An essential part of the program is the study of Communication Skills and Mathematics, including algebra. These are taught as they relate to skills needed to competently perform as an electrician.

NOTE: Also taught at night - half-time.

INDUSTRIAL ELECTRICITY

TET 111 01	D.C. Electricity
TET 161 01	D.C. Electricity Lab
TCS 101	Reading
TMA 101	Related Math
TET 121 01	A.C. Electricity
TET 171 01	A.C. Electricity Lab
TCS 102	Grammar Review
TMA 102	Fundamental Algebra
TET 131 01	Commercial & Residential Wiring
TET 181 01	Commercial & Residential Wiring Lab
TCS 103	Technical Writing
TMA 103	Trigonometry & Geometry
TET 141 01	Motors Transformers & Generators
TET 191 01	Motors Transformers & Generators Lab
TET 211 01	Industrial Wiring
TET 261 01	Industrial Wiring Lab
TET 221 01	AC Motors & Alternators
TET 271 01	AC Motors & Alternators Lab
TET 222 01	Blue Print Reading
TET 231 01	Electrical Motor Controls I
TET 281 01	Electrical Motor Controls I Lab
TET 232 01	Blue Print Reading
TET 241 01	Electrical Motor Controls II
TET 291 01	Electrical Motor Controls II Lab
TET 242 01	Electrical Cont./Prog. Controller
TET 243 01	Blue Print Reading [NEC]

MACHINE SHOP

24 Months

This program prepares students for such machine shop positions as machinist apprentice, maintenance machinist, machine tool operator, and all-around machinist.

Employees in this field use stationary, power-driven devices to shape or form metal to precise measurements. This precision makes possible the production of one part or thousands of identical parts which may be easily interchanged in the assembly or repair of final products. Almost every factory using substantial amounts of machinery employs machinists to maintain its mechanical equipment. Also some machinists

work in production departments of metal working factories to make parts for new products.

This program provides training in setting up and operating various types of machines common to general purpose machine shops. Such machines include drill presses, band saws, horizontal shapers, lathes, vertical milling machines, horizontal milling machines, grinders, turret lathes and other special machines such as optical comparators. In addition, blueprint reading for machinists, orientation to the machine shop and the machinist trade, safety rules and practices, use of measuring instruments, use of math in the machine shop, and correct use of common hand tools are parts of this program. Projects have been designed to allow each student to prepare or interpret drawings, select, and process metals according to the specifications.

There are certain personal qualities which an individual should possess if he is to progress in the machinist trade. They include a definite mechanical inclination and a temperament suited to performing highly accurate work. The work requires concentration as well as physical effort. It is essential that the student have a high school education and a good background in mathematics.

NOTE: Also taught at night - half-time.

* Curriculum subject to change based on decisions made by the Department of Postsecondary Education.

MACHINE SHOP

TMS 111 01 M. S. Theory I
TMS 161 01 M. S. Shop I
TMS 112 01 M. S. Blue Print I
TMS 113 01 M. S. Math
TMS 121 01 M. S. Theory II
TMS 171 01 M. S. Shop II
TMS 122 01 M. S. Trigonometry & Geometry
TMS 123 01 M. S. Blue Print II
TMS 131 01 M. S. Theory III
TMS 181 01 M. S. Shop III
TMS 132 01 M. S. G. D. & T.
TMS 133 01 M. S. Advanced Math
TMS 141 01 M. S. Theory IV
TMS 191 01 M. S. Shop IV
TMS 142 01 M. S. G. D. & T.
TNC 211 01 Orientation & Introduction Theory *
TNC 261 01 Orientation & Introduction Lab *
TNC 212 01 Manual Pts. Programming Theory *
TNC 262 01 Manual Pts. Programming Lab *
TNC 213 01 Basic Comp. Assist. Prog. Theory *
TNC 263 01 Basic Comp. Assist. Prog. Lab *
TNC 214 01 Advanced Comp. Assist. Program. Theory *
TNC 264 01 Advanced Comp. Assist. Program. Lab*
TNC 215 01 Quality Control & Assurance Theory *
TNC 265 01 Quality Control & Assurance Lab *
TNC 216 01 Elect. Discharge Machining Theory *
TNC 266 01 Elect. Discharge Machining Lab *
TNC 217 01 N. C. Blue Print Reading I *
TNC 218 01 N. C. Math *
TMS 221 01 M. S. Theory V
TMS 271 01 M. S. Shop V
TMS 231 01 M. S. Theory VI
TMS 281 01 M. S. Shop VI
TMS 241 01 M. S. Theory VII
TMS 291 01 M. S. Shop VII
TMS 800 01 M. S. Co-op Training

* The fourth quarter, you can take Numerical Control. After completing a quarter, you can stay in N. C. or go back to M. S.

NUMERICAL CONTROL

12 Months

The Numerical Control Program at the Technical Division of Shelton State Community College is the center for numerical control training for the entire state. It is a program which trains students in a specialty area of the machining occupations. These students become skilled in the use of machines which use computers to control various machining operations. This innovation significantly reduces the time required to perform these operations. Conscientious graduates may advance to many positions of greater specialization such as numerical control programmers.

A work piece, if machined under numerical control, would be the same size and shape as one manufactured on conventional machines that were not numerically controlled. The primary difference lies in the method of supply input data and obtaining feedback signals. With numerical control, automatic operation is achieved by means of numerical instructions expressed in code. These instructions or programs are prepared in advance. Recorded on tape, these coded instructions can control the sequence of machining operations, machine positions, spindle speeds and rotational direction, distance and direction of movement of the tool or workpiece, flow of coolant, table indexing, and even the selection of the cutting tool for each operation.

The coded tapes are placed on a control unit [a computer] which consists of a system of electronic interpreting devices, and when activated, the control unit guides the machine tool through the programmed operations and movements with little or no human intervention.

Each student in this program is assigned specific shop projects and follows them through to completion while studying shop theory directly related to the work. Shop conditions simulate those found in industry as much as possible. Students learn how to read blueprints, determine sequence of operations, make their own set-ups, choose the correct machine for the job, and produce a quality product efficiently.

Applicants to this program should have had one year of machine shop training or the equivalent. A high school diploma is required. A strong background in mathematics is essential. The work requires strength and general good health as well as mechanical ability and the ability to concentrate and do highly accurate work.

NUMERICAL CONTROL

Orientation & Introduction Theory
Orientation & Introduction Lab
Manual Points Programming Theory
Manual Points Programming Lab
Basic Comp. Assist. Programming Theory
Basic Comp. Assist. Programming Lab
Advanced Comp. Assist. Programming Theory
Advanced Comp. Assist. Programming Lab
Quality Control & Assurance Theory
Quality Control & Assurance Lab
Electric Discharge Machining Theory
Electric Discharge Machining Lab
N. C. Blue Print I
N. C. Blue Print II
N. C. Math
N. C. Trigonometry & Geometry

PRACTICAL NURSE EDUCATION

12 Months

The purpose of this program is to provide effective classroom theory and clinical experience that will result in the students' mastery of skills, knowledge, attitudes, and understanding required to perform the duties of licensed practical nurse.

Licensed practical nurse [LPN's] help care for the physically or mentally ill. Under the direction of physicians and registered nurses, they provide nursing care that requires technical knowledge. In hospitals, they provide much of the bedside care needed by patients. They take and record temperatures and blood pressure, change dressings, administer certain prescribed medications, and help patients with bathing and personal hygiene. They assist physicians and registered nurses in examining and carrying out nursing procedures. They also assist in the delivery, care and feeding of infants. Some practical nurses work in specialized units such as intensive care units, recovery rooms, and emergency rooms. They perform special nursing procedures and operate sophisticated equipment to provide care for seriously ill or injured patients. Other places of employment include doctors offices, clinics, nursing homes, industries, public health centers, and private homes.

An applicant to this program must: be at least 17 years old; be a high school graduate or have obtained a G. E. D. certificate; be in good physical health; be emotionally stable; have an acceptable score on pre-entrance tests [GATB]; have satisfactory personal traits and appearance; have good moral character; and have a deep concern for human welfare.

The Practical Nurse Education course is a twelve month, full-time program designed to meet standards as set by the Alabama Board of Nursing and to prepare students to successfully write the state board exam for licensure after graduation. The program is conducted in cooperation with DCH Regional Medical Center and Veterans Administration Medical Center where students will obtain supervised clinical experience. Registered nurse instructors give classroom instruction. This includes lectures, demonstrations, and student participation in practice. Conferences are held with individual students to evaluate progress. In addition to classroom instruction, approximately 720 hours are spent in supervised patient care. Day classes begin in September; evening classes begin in June and December; the day weekend class begins in March.

ADMISSION PROCEDURE:
A person applying to this program must:

1. Take the pre-admission exam at the State Employment Office and have the results sent to the school.
2. Obtain and complete an application for admission.
3. Have a copy of his/her high school transcripts sent to the school and a copy of his/her G. E. D. certificate, if applicable.
4. Pick up three [3] reference letter forms from the admission office and have them filled out and returned to the school.

After the above steps have been completed, the nursing instructors, the nursing Coordinator, and the Dean of Students will select the best qualified applicants to be interviewed. These applicants will then participate in a personal interview with a nursing instructor. The final selection of the students to be admitted is then made by a selection committee.

PRACTICAL NURSING

TPN 111 01 Body Structure and Function
TPN 112 01 Personal and Vocational Relations
TPN 113 01 Basic Nutrition
TPN 114 01 Basic Pharmacology I
TPN 115 01 Fundamentals
TPN 165 01 Fundamentals Lab
TPN 121 01 Mental Health and Geriatrics
TPN 122 01 Basic Pharmacology II
TPN 123 01 Cause and Prevention of Disease
TPN 124 01 Obstetrics
TPN 170 01 Clinical Lab II
TPN 131 01 Medical Surgical Nursing I
TPN 180 01 Clinical Lab III
TPN 141 01 Medical-Surgical Nursing II
TPN 142 01 Pediatrics
TPN 190 01 Clinical Lab IV

SMALL ENGINE REPAIR

Night Program - 24 Months

This program trains students to become mechanics, qualified to maintain and repair air cooled, internal combustion engines of two and four cycles.

Small engine mechanics repair and service such equipment as lawnmowers, power saws, small outboard motors and small motorcycles.

Students in this program will learn the theory and operation of small engines as well as develop the technical and manipulative skills needed in troubleshooting and repairing them.

SMALL ENGINE REPAIR

NSE 111 10 Small Engine Theory I
NSE 161 10 Small Engine Shop I
NSE 121 11 Small Engine Theory I
NSE 171 11 Small Engine Shop I
NSE 131 10 Small Engine Theory II
NSE 181 10 Small Engine Shop II
NSE 141 11 Small Engine Theory II
NSE 191 11 Small Engine Shop II
NSE 211 10 Small Engine Theory III
NSE 261 10 Small Engine Shop III
NSE 221 11 Small Engine Theory III
NSE 271 11 Small Engine Shop III
NSE 231 10 Small Engine Theory IV
NSE 281 10 Small Engine Shop IV
NSE 241 11 Small Engine Theory IV
NSE 291 11 Small Engine Shop IV

WELDING

18 Months

This program prepares students for employment as welders with knowledge and skill in numerous welding processes.

Welders join pieces of material, usually metal, by fusing or bonding them together. Welding is the most common method of permanently connecting metal parts that go into the construction of automobiles, ships and thousands of other products. Beams and steel reinforcing rods in bridges, buildings, and roads are frequently joined by welding. In addition to constructing new items, welders also repair items. Since welding processes differ and are used for a wide variety of purposes, the equipment used and the skill levels of welders vary.

The mission of this program is to develop the following occupational skills: to weld parts together, as specified by layout, diagram, work order or oral instructions, using gases such as acetylene and oxygen or electric arc utilizing inert gases such as helium, argon, carbon dioxide and nitrogen or by using any combination of arc welding processes; to perform such assigned tasks, in all positions including flat, vertical, horizontal and overhead; to perform related tasks such as flame cutting, grinding, chipping, cleaning, dismantling, straightening, reshaping and reassembling; to braze and solder metal parts together. Emphasis is placed on the technical aspects of welding. Instruction is given in welding carbon steel, stainless steel, cast iron, aluminum, and in silver soldering.

Applicants to the welding program need manual dexterity, good eyesight, and good eye-hand coordination. They should be able to concentrate on detailed work for long periods and should be free of any physcial disabilities that would prevent them from bending, stooping, and working in awkward positions.

A student may receive a diploma in Structured Welding after completing fifteen months of the program. Completion of an additional three months in pipe welding, however, will lead to diploma in Structural and Pipe Welding indicating a broader base of knowledge and skill.

NOTE: Also taught at night - half-time.

WELDING

WDT 111	Oxy-Fuel Cutting & Welding Theory
	Lab
WDT 153	Oxyacetylene Welding Lab
WDT 112	Introduction to SMAW Theory
WDT 152	Introduction to SMAW Lab

MTH 100	College Mathematics
WDT 121	Basic SMAW Theory
*WDT 161	Basic SMAW Lab
	or
	WDT 192 Basic SMAW Lab
	WDT 192 Basic SMAW Lab II
ENG 101	English Composition
WDT 131	Intermediate SMAW Theory/Lab
WDT 132	GMAW/FCAW Fundamentals Theory
WDT 172	GMAW/FCAW Lab
WDT 133	Blueprint Reading**
	or
BPW 133	Blueprint Reading
WDT 141	Advanced SMAW Theory/Lab
WDT 142	GTAW Theory/Lab
ENG 130	Technical Report Writing
	or
WDT 143	Plasma Air or Carbon Arc Cutting Theory/Lab
WDT 211	Pipe (GTAW) Preparation & Cutting
*WDT 251	Pipe (GTAW) Lab
	WDT 291 Pipe (GTAW) Lab 1
	WDT 292 Pipe (GTAW) Lab 2
WDT 212	Pipe (GTAW) Theory & Code
WDT 221	Pipe (SMAW) Preparation & Cutting
*WDT 261	Pipe (SMAW) Lab
	or
	WDT 293 Pipe (SMAW) Lab I
	WDT 294 Pipe (SMAW) Lab II
WDT 222	Pipe (SMAW) Theory & Code

*This course has been divided into two courses. e.g. WDT 161 = WDT 191, and WDT 192.

** To be developed.

RELATED SUBJECTS

Communication Skills

Communication Skills is designed to help students in the vocational/technical programs improve skills in reading, writing, speaking, and listening, which will aid them in finding, getting, and keeping jobs.

Modular Descriptions

TCS 098 G.E.D.

This class helps students that do not have a high school diploma prepare to take the G.E.D. test.

TCS 099 Reading Skills

This class is designed to help students achieve an eighth (8th) grade reading level. Once this goal is reached the student can take TCS 101 Reading Skills.

TCS 101 Reading Skills

The reading course utilizes individual and small group instruction to help students develop the reading skills necessary for success in their occupations. Emphasis is placed on improving reading comprehension, reading speed, study skills, vocabulary, and listening skills.

TCS 102 Grammar Review

The grammar course uses programmed material and individualized instruction to help the student increase proficiency in English, starting with his/her present level of achievement.

TCS 103 Technical Writing

Technical writing is designed to teach primarily those skills necessary for securing a job (resume, job application, and interview) and for fulfilling on-the-job writing duties (memorandums, business letters, and various types of technical reports).

TCS 104 Communication Skills

Communication skills is designed to help students develop and/or improve the communication skills needed to get a job and to suceed on the job. Course content includes the study of basic grammar, the resume, job application, and the job interview; vocabulary development, with emphasis on the spelling and definitions of terminology used in the occupation; telephone usage; and on-the-job human relationship.

Related Math

All students in the areas of mechanics, electricity, welding, and air conditioning are required to complete a course in Basic Related Mathematics. The objective of this course is to strengthen basic arithmetic skills, using whole numbers, fractions, decimals, and percentages. Students also gain practice in the use of the formulae used in the trade they are studying.

Students in electricity, electronics, welding and drafting are also required to complete basic related algebra and practical trigonometry. Students gain practice in the solution of equations and triangles that apply to the trade they are studying.

Modular Descriptions

TMA 101 Basic Related Math

Basic related math is a review of the basic principles of mathematics including the operations of whole numbers, fractions, decimals, and percentages.

TMA 102 Fundamental Algebra

Fundamental Algebra includes instruction in basic concepts and operations such as simple equations and

solutions, signed numbers, monomials, and polynomials, special products and factoring, fractions, roots and radicals, and quadratics equations in one unknown.

TMA 103 Practical Trigonometry

Practical Trigonometry is designed to instruct in the fundamental principles and applications of trigonometry. The areas of study include angles and arc length, solutions of right triangles, fundamental relations, formulae, area, and other practical applications.

Related Physics

Instruction in related physics deals with matter and energy and their applications to the fields of automotive and diesel mechanics, electricity, electronics, air conditioning , drafting and welding.

Modular Descriptions

TPI 101 Physics I

Physics 101 is a study of matter, work, power, and energy. Math 101 or the equivalent is a prerequisite to TPI 101.

TPI 102 Physics II

Physics 102 is a continuation of TPI 101. Its topics are simple machines, heat, sound, light, magnetism and electricity.

COOPERATIVE DEGREE PROGRAM

Associate in Applied Science Degree

This program is offered jointly by C.A. Fredd Technical College, Shelton State Community College Technical Division, and the Junior College Division. Course work may be taken concurrently at C.A. Fredd or Shelton State Technical Division and at Shelton State Junior College Division.

A student desiring an Associate in Applied Science Degree from Shelton State Community College - Junior College Division, must complete a Diploma Program at C. A. Fredd or Shelton State Technical Division and a specific number of hours at the Junior College Division of Shelton State. The number of hours required at the Junior College is determined by the length of the Diploma Programs at C.A. Fredd and Shelton State - Technical Division.

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For C. A. Fredd and Shelton State - Technical Division Diploma Programs lasting 21-24 months, the student must take a minimum of 33 quarter hours at Shelton State Junior College Division. These programs at C.A. Fredd and Shelton State Technical Divison are:

SHELTON STATE TECHNICAL
Air Conditioning
Automotive Mechanics
Diesel Mechanics
Industrial Electricity
Machine Shop
Numerical Control*

C.A. FREDD TECHNICAL
Auto Body and Fender
Radio and Television Repair
Residential Electrical Technology
Upholstery

For these programs, the courses required at Shelton State Junior College Division are:

Courses	Quarter Hours
English 101	5
Speech 106	5
Math 102 or Math 109	5
Natural Science or Computer Science	10
Social and Behavioral Science	5
Humanities and Fine Arts	3
TOTAL	33

*This program includes one year of Machine Shop.

For C.A. Fredd and Shelton State Technical Division Diploma Programs lasting **18 months,** the student must take a minimum of **40 quarter hours** at Shelton State Junior College Division. These programs at C.A. Fredd and Shelton State Technical Division are:

SHELTON STATE TECHNICAL
Cabinet Making
Data Processing
Drafting
Welding

C.A. FREDD TECHNICIAL
Brick Masonry
Carpentry
Commercial Sewing and Tailoring
Graphics
Plumbing & Pipefitting
Sheet Metal

For these programs, the courses required at Shelton State Junior College Division are:

Courses	Quarter Hours
English 101	5
Speech 106	5
Math 102 or Math 109	5
Natural Science or Computer Science	10
Social and Behavioral Science	5
Humanities and Fine Arts	3
Electives	7
TOTAL	40

For C.A. Fredd and Shelton State Technical Division Diploma Programs lasting **12-15 months**, the student must take a minimum of **48 quarter hours** at Shelton State Junior College Division. These programs at C.A. Fredd and Shelton State Junior College Division. These programs at C.A. Fredd and Shelton State Technical Division are:

SHELTON STATE TECHNICAL
General Clerical
Cosmetology
Numerical Control
Small Engine Repair

C.A. FREDD TECHNICAL
Barbering
Industrial Sewing Machine Mechanics
Small Engine Repair
Secretarial

For these programs, the courses required at Shelton State Junior College Division are:

Courses	Quarter Hours
English 101	5
Speech 106	5
Math 102 or Math 109	5
Natural Science or Computer Science	10
Social and Behavioral Science	5
Humanities and Fine Arts	3
Electives	15
TOTAL	48

STUDENT SERVICES

Counseling

The purpose and objective of counseling is to provide academic and vocational guidance to help the students succeed in reaching realistic goals consistent with their needs and abilities. Counseling is provided by the Dean of Students, the Dean of Instruction, the coordinators, and the instructors. All students are encouraged to seek counseling with regard to educational, vocational, or personal problems and decisions. For serious personal problems, students will be referred to appropriate agencies.

PLACEMENT AND FOLLOW-UP

The administration, faculty, and staff at Shelton State Community College, Technical Division, share responsibility in job placement and follow-up of graduates and/or the non-graduates of the school. Shelton State assist students in the job placement by maintaining close ties with business, industry and community agencies which hire its graduates. The instructors in the various occupational fields keep in close contact with business, industry, and other agencies, both directly and through advisory craft committees selected from the community to advise the occupational instructors on the needs of employers in their areas.

The counselor also works closely with the instructors in the placement of students. Requests for employees received in the Office of Student Personnel Services are referred to the appropriate occupational instructors who assist the prospective employers in fulfilling their employment needs.

Follow-up information about students and graduates is compiled by the occupational area of instructors and the counselor. The follow-up information is stored in a central processing unit for ease in updating and reporting.

PROTECTION OF PRIVACY FOR STUDENTS AND PARENTS

By means of this handbook, Shelton State Community College, Technical Division, gives students who are enrolled and eligible parents annual notice of the opportunity to review a student's education records, to seek correction of information contained in those records and to limit disclosure of information from the records. Also, students in attendance and eligible parents are given annual notice, by means of this handbook, of the right to file a complaint with HEW if any of their rights, according to the Family Educational Rights and Privacy Act of 1974, have been violated.

SAMPLE NOTICE FOR DISCLOSURE OF DIRECTORY INFORMATION UNDER THE FAMILY EDUCATION AND PRIVACY RIGHTS ACT ("BUCKLEY AMENDMENT")

The following is offered as a sample pubic notice of disclosure of "directory information":

NOTICE: Under the Federal Educational and Privacy Rights Act, 20 U.S.C. 1232g, a college may disclosure certain student information as "directory information." Directory information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students, as well as information about students' participation in officially recognized activities and sports, the weight and height of members of athletic teams, the date of attendance by students, degrees and awards received, and the most recent previous educational agency or institution attended by a respective student. If any student has an objection to any of the aforementioned information being released about himself/herself during any given quarter or academic year, the student should notify, in person or in writing, Dean of Students in the Registration Office of the Administration Building during the first three weeks of the respective quarter or academic year.

FINANCIAL ASSISTANCE PROGRAMS

Shelton State Technical College offers students a full-time comprehensive Office of Student Financial Aid.

Applying for Financial Aid:

1. Pick up a Financial Aid Application form from the Financial Aid Office in the Administrative Building. Follow instructions for completing the form carefully. Assistance is available from the Financial Aid Office.
2. After the application is completed, mail it in the envelope provided. The application will be processed using a standard formula for determining eligibility for financial aid programs developed by the U.S. Department of Education.
3. Approximately six to eight weeks after the application has been mailed, the applicant should receive several copies of a Student Aid Report (SAR) in the mail. All copies of the SAR should

be brought to the Financial Aid Office as soon as possible.

Funds received by grant or work programs are not repayable. Funds received by loan programs must be repaid by the student to the lender.

Pell Grant

A student is eligible for this program if: (1) he/she is determined to have financial need based on the Pell Grant eligibility formula and the cost of education at Shelton State, (2) he/she is an undergraduate student enrolled in an eligible institution on at least a half-time basis, (3) he/she is a U.S. citizen, national or permanent resident of the United States, (4) he/she has not used up full eligibility for Pell Grant, (5)he/she does not owe a refund on a grant received under the Pell Grant, SEOG, or SSIG Program for attendance at any institution and (6) he/she is not in default on any student loan made under the Guaranteed Student Loan, PLUS, or National Direct/Defense Student Loan Program.

Federal funds made available to sponsor this program at Shelton State are limited; therefore, not all students who apply and are otherwise eligible can be assisted.

Guaranteed Student Loans (GSL)

The Guaranteed Student Loan Program enables a student to borrow directly from a bank, credit union, savings and loan association, or other participating lender which is willing to make the loan. The loan is guaranteed by a state or private non-profit agency or insured by the Federal Government. A student must complete one quarter with a minimum grade point average of 2.0 (C) before an application can be processed.

The maximum a student can borrow as an undergraduate is $2,650 a year under most circumstances. The interest rate on these loans is 8 percent. The Federal Government will pay interest until repayment of the loan begins and during authorized periods of deferment.

The loan must be repaid. Payments normally begin between 6 and 12 months after students graduate or leave college, and students may be allowed to take up to ten years to repay the loan. The amount of payments depends upon the size of the debt and the student's ability to pay; but in most cases payments must be at least $360 a year unless the lender agrees to a lesser amount.

Deferment is available any time students return to full-time study and at eligible institution or pursue a course of study under a graduate fellowship program approved by the Commissioner of Education. A single deferment for a period of not more than one year is also provided for students who are unable to find full-time employment.

Scholarships

A limited number of scholarships are available for students who qualify. For more information concerning these scholarships contact the Student Personnel Office.

Senior Citizen Scholarship

Any person age 60 and older is eligible for a scholarship to regularly scheduled programs. This is for tuition only. Books and other supplies are not covered.

Students' Rights and Responsibilities

Student Rights—The student has the right to ask the college:

* What financial assistance is available, including information on all federal, state, and institutional financial aid programs.
* What the deadlines are for submitting applications for each of the financial aid programs available.
* What the cost of attendance is, and what the refund policy is.
* What criteria it uses to select financial aid recipients.
* How it determines financial need. This process includes how costs of tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
* What resources (such as parental contribution, other financial aid, your asset, etc.) are considered in the calculation of your need.
* How much of your financial need, as determined by the institution, has been met.
* To explain the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.
* What portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
* How the college determines whether you are making satisfactory progress, and what happens if you are not.

Student Responsibilities—It is the student's responsibility to:

* Review and consider all information about a college's program before you enroll.

*Pay special attention to your application for student financial aid. Complete it accurately and submit it on time to the right place. Errors can result in long delays in your receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.

*Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.

*Read and understand all forms that you are asked to sign and keep copies of them.

*Accept responsibility for all agreements you sign.

*If you have a loan, notify the lender of changes in your name, address, or school status.

*Know and comply with the deadlines for application and reapplication for aid.

*Notify the Student Financial Aid Office in writing whenever there is a change of name or address by any student receiving aid.

SATISFACTORY PROGRESS POLICY FOR FINANCIAL AID

Federal regulations require students to make satisfactory academic progress in order to receive financial assistance. The Financial Aid Office of Shelton State Technical College directly parallels its satisfactory progress standard with that of the instructional programs of the college.

If a student's quarterly grade point average is below 2.0 (C) in all subjects attempted, the student will be placed on academic and financial probation. If the student does not improve the quarterly grade point average to an overall 2.0 during the probationary period, the student may be suspended for one quarter. STUDENTS REQUESTING RE-ENROLLMENT AFTER THIS PERIOD MUST ACHIEVE A LEVEL OF GOOD STANDING AT THEIR OWN EXPENSE BEFORE FINANCIAL AID CAN BE RESUMED.

Federal regulations also require students to complete degree requirements within a specified time allotment. Shelton State will allow payment of federal funds to students enrolled in an eligible program up to two additional quarters more than required in the normal time frame (based on the chart below). This applies to both full-time and part-time students provided the student has met all college requirements as outlined in the student handbook.

Example:	Normal Length of Program	Number of Quarters Allowed on Financial Aid to Complete Program
	8 quarters	10 quarters
	7 quarters	9 quarters
	6 quarters	8 quarters
	5 quarters	7 quarters
	4 quarters	6 quarters

VETERANS PROGRAMS

All full time and half time programs at Shelton State Community College are approved for training under the following programs:

Chapter 34 Veterans Educational Assistance Bill

Eligible persons are entitled to 45 months of educational assistance allowance if they have served a period of 18 continuous months or more on active duty after January, 1955, and before December 31, 1976. Those who have not served on active duty for a period of 18 months are entitled to educational assistance on the basis of one and one-half months of benefits for each month of creditable service, up to a maximum of 45 months. To obtain information on how to apply, please check with Financial Aid Office.

Chapter 31 Vocational Rehabilitation

Any veteran with a service connected disability can apply. The Veterans Administration will determine eligibility for each individual. For more information write Vocational Rehabilitation, 474 South Court Street, Montgomery, AL 36104.

Chapter 35 War Orphans Act

This Act is for any dependent of a veteran who died in service as a result of a service-incurred disability. The eligible dependent receives a monthly stipend from the federal government. To apply check with the local Veterans Affairs Office.

Alabama GI and Dependents Education Benefit Act

To be eligible for the benefits of this Act the veteran must be at least 20% disabled. This program will provide tuition and books for eligible veterans, their children, widows and wives. No monetary benefits are involved as tuition will be paid directly to the institution. Application for this program can be made at your local Veterans Affairs Office.

Chapter 106 Reserve and National Guard

Eligible members of the Reserve or National Guard unit are entitled to a maximum of 36 months of educational assistance allowance if they have committed 6 years (through 6 year enlistment, 6 year immediate reenlistment, or extending current expected termination of service enough to total a 6 year commitment)

on or after July 1, 1985 and before June 30, 1988. To obtain information, contact your unit commander.

Chapter 32 VEAP

You may be eligible if you entered active military service at any time during the period January 1, 1977, through June 30, 1985. You must have served on active duty for at least 181 days. If you were discharged for a service-connected disability with less than 181 days service, you may still be eligible. If you enlist for the first time after September 7, 1980, or if you entered (including reenlistment) on active duty after October 16, 1981, you must have completed either 24 continuous months of active duty or the full period for which you were called or ordered to active duty, whichever is less. You must have contributed to VEAP while on active duty. For more information, check with Financial Aid Office.

Chapter 30 New GI Bill-Active Duty

Everyone who enters active duty after June 30, 1985 serving 2-3 years and enrolls in the new G.I. Bill while service has potential eligibility for benefits. The amount of money received from this program is based on the amount of time served. Those on medical discharge will qualify if they served 20 months on 2 year active duty. Three groups that do not qualify are: 1) students graduating from a Military institution 2) ROTC scholarship students 3) anyone receiving anything other than an honorable discharge. To obtain information, contact your local Veterans Affairs Office.

BASIS OF THE RULES AND STANDARDS

The basis of the rules and standards governing the conduct and behavior of students is a concern for the right of each student to make effective use of the opportunity for an education and to provide that no student by his conduct causes any situation that will interfere with the right of other students to obtain an education in a peaceful and orderly environment.

Shelton State Community College adheres to the practices established by the Privacy Rights of Parents and Students as established by The General Education Provision Act, Title IV of the Public Law 90-247 as amended, known as the Buckley-Pell Amendment.

RULES AND STANDARDS GOVERNING STUDENTS

1. Any student who violates the orders and/or instructions of an instructor, or violates the policies or standards of the school, or who is delinquent in scholarship, or willfully neglects to pay his financial obligations, or violates practices of good conduct, shall be subject to disciplinary action.

2. The following acts are prohibited and upon proof that a student has committed such acts while on campus he/she shall be subject to disciplinary action, which may include expulsion:

Use of and/or being under the influence of alcoholic beverages
Possession of Dangerous Weapons
Engaging in Inappropriate Behavior
Possession of Firearms
Use of and/or being under the influence of drugs prohibited by law
Speeding on Campus
Stealing
Making False Statements
Engaging in Personal Combat
Gambling
Violating School and Shop Safety Practices
Improperly Parking on Campus

3. Any student who negligently loses, damages, destroys, sells, or otherwise disposes of school property entrusted to him or while in his possession, will be charged for the damaged or loss is subject to disciplinary action. Any student who, without permission of the person in charge of such books, tools, furniture, or equipment belonging to the school, removes the same from any building or place on school premises shall be subject to disciplinary action.

4. No student, staff member, visitor, or organization may distribute or sell merchandise and/or literature in the classrooms, offices, shops or anywhere on campus without written permission from the President and/or his appointed representative.

5. Any student finding an article on school premises that is not his property and takes possession of such article shall immediately deliver the article to the Administrative Office, and any student who takes possession of such lost article and does not immediately report and deliver the same to the Administrative Office shall be subject to Disciplinary action.

6. Students should dress appropriately when on school campus. Students shall dress in manner which will not create a safety hazard for themselves or for others.

7. Permission must be secured from the instructor to leave campus while classes are in session.

8. Three unexecused tardies constitute an unexcused absence. Absences during any part of the school day will be recorded. Any tardiness or absence of less than one hour will be counted as a full hour.

9. Persons with criminal records who are on probation or who have been convicted of criminal acts before admittance or while attending Shelton are subject to investigation by the Hearing Board of this institution.

10. Any instructor or official of the school may charge a student with violation of these rules and regulations by filing with the President or his appointed represen-

tative a written memorandum stating the charge and the witnesses to the facts. When a complaint is filed, the President or his appointed representative shall investigate the charge and after the investigation shall notify the student of the complaint and his proposed decision as to disciplinary action. At that time, the President or his appointed representative will furnished the student a statement of the charge and a summary of the statement of the witnesses. If the student desires a hearing, he must, within two (2) days from delivery to him of the written complaint and statement of witnesses, give the President or his appointed representative written notice that he desires such a hearing. The President or his appointed representative shall notify the student of the date, time and place of the hearing and whether the hearing will be an oral examination or written affidavits of witnesses. The student may have his counsel and witnesses at the hearing if he so desires. The hearing shall be conducted before a board consisting of the President or his appointed representative, Dean of Instruction, Dean of Students, two (2) faculty members not in the area of the student's training and two (2) students not in the training area of the affected student. The board shall hear the case either by oral statements of the witnesses or through affidavits. At the designated time for the hearing of the case, the board shall examine the complaint and the statements of the witnesses. The board, after such hearing and consideration of the facts presented, shall make a final decision of the case that shall be signed by the President or his appointed representative on behalf of the Hearing Board and shall be mailed by the U.S. Mail, First Class, Postage Prepaid, to the accused student at his address furnished to the school.

SHELTON STATE COMMUNITY COLLEGE
TECHNICAL DIVISION

ADMINISTRATION

Leo Sumner	President
Hugh Kynard	Dean of Instruction
James D. Hunter	Business Manager
Wayne B. Boteler	Dean of Students
Joan C. Kempster	Coordinator of Special Programs
Johnny Brown	Coordinator of Night Programs

SUPPORT PERSONNEL

Abshire, Roxanna	VA Representative
Beauchamp, Omar	Data Processing Manager
Carver, Lori	Librarian
Chastine, Sharon	Secretary-Registration
Christian, Joyce	Cashier
Davis, Kim	Switchboard Operator
Dobbie, Donna	Data Processing Assistant
Hester, Inez	Secretary-Registration
Holland, Judy	Secretary-Business Office
Jennings, Betty	Secretary
Junkin, Kathleen	Bookstore Manager
Masoud, Lisa	Account Clerk
Morrow, Mary	Secretary-Nursing
Nix, Jeanette	Secretary-Registration
Sellers, Paul	Data Processing Programmer
Sims, Jackie	Account Clerk
Spiller, Gloria	Secretary-Registration
Yerby, Lisa	Data Entry Operator

MAINTENANCE AND CUSTODIAL

Davis, Keith	Maintenance
Hughes, Donald	Security Guard
Fields, Kay	Custodian
Hydrick, Thomas	Maintenance
Mahan, Osker	Custodian
Mills, Ben	Ground Maintenance
Portis, Reberthea	Custodian

FACULTY

Acker, Pam	Communicaion Skills
Albright, Fletcher	Air Conditioning (night)
Beams, Dorothy	Practical Nurse Education
Bell, Aron	Automotive Mechanics
Bell, Sammy	Drafting (night)
Black, Lyda	General Clerical
Boothe, Betty Joe	Data Processing
Brewer, Fain	Industrial Electricity (night)
Browning, Jerry	Cabinet Making (night)
Canada, Marion	General Clerical
Crawford, Jessie	Cosmetology Aide
Davis, Denver	Small Engine Repair (night)
Day, Frances	Practical Nurse Education
Fair, Steve	Numerical Control
Faulkner, Polly	Cosmetology (night)
Franks, Howell	Automotive Mechanics
Fredd, Euradell	Practical Nurse Education
Griggs, Charles	Automotive Mechanics
Hargrove, Dan	Mathematics and Physics
Hogue, Bill	Industrial Electricity
Hogue, Shirley	Cosmetology (night)
Howell, Roy	Data Processing
Inman, Kim	Practical Nurse Education
McGraw, Cleo	Machine Shop (night)
Mills, Ray	Diesel Mechanics
Moore, Jack	Numerical Control
Morris, Dan	Air Conditioning
Murray, Robert	Mathematics (night)
Phillips, George	Cabinet Making
Porter, Bill	Welding
Pugh, Roy	Welding
Quimby, William	Industrial Electricity
Roberts, Gerrie	Practical Nurse Education
Robinson, Joyce	Practical Nurse Education
Seales, Don	Electronics
Sexton, Peggy	Cosmetology
Stanley, Phyllis	Adult Basic Education
Stringfellow, Bill	Drafting
Tucker, Lee	Electronics
Watts, Kaye	Cosmetology
Watts, Mary Alice	General Clerical